



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**CONSTRUCTION CODES COORDINATING BOARD**  
**BYLAWS**

**ARTICLE 1 - GENERAL**

**Section 1 – Name**

The name of this Board shall be the District of Columbia Construction Codes Coordinating Board, hereinafter referred to as the “Board.” The Board is established pursuant to Mayor’s Order 2009-22, dated February 25, 2009.

**Section 2 – Purpose**

Pursuant to Mayor’s Order 2009-22, the purpose of the Board shall be to promote the health, safety and welfare of the occupants or users of buildings and structures and the general public by the promulgation of Construction Codes for the District of Columbia to meet present-day demands for adequate and safe construction and maintenance of new and existing buildings and structures through the use of comprehensive and up-to-date codes and regulations.

**Section 3 – Duties and Responsibilities**

In furtherance of the stated purpose, the Board shall:

- a. Review, update and maintain the District’s codes, regulations and standards in accordance with the Construction Codes Approval and Amendments Act, as amended, to reflect the current state of the art in the construction industry;
- b. Meet regularly on a schedule established by the Chairperson to carry on the business of the Board and make decisions on matters coming before the Board;
- c. Establish and coordinate technical advisory groups that will function as subcommittees to the Board;
- d. Consider proposed amendments and recommendations of the technical advisory groups, and other relevant information;
- e. Submit for adoption, by rulemaking, such amendments to Title 12 of the District of Columbia Municipal Regulations (“DCMR”) or recommend revisions to other titles of the DCMR or D.C. Code as necessary to effectuate the Board’s purpose.
- f. Conduct all meetings in accordance with the most recent revised edition of Robert’s Rules of Order, except where inconsistent with these Bylaws or any special rules of order the Board may adopt; and
- g. Carry out any other function as shall be provided by law or regulation.

## **Section 4 – Powers**

In order that it may effectively fulfill its purpose, the Board shall have the power to:

- a. Elect officers and approve the appointment of individuals to technical advisory groups;
- b. Execute and accomplish actions authorized by the Board; and
- c. Take any and all other actions necessary to fulfill its purpose.

## **ARTICLE 2 – BOARD MEMBERS**

### **Section 1 – Composition**

The Board shall be comprised of those members appointed to the Board in accordance with Section IV of Mayor's Order 2009-22.

### **Section 2 – Resignation**

Should a member of the Board resign, the position shall be filled in accordance with Sections IV and V of Mayor's Order 2009-22.

### **Section 3 – Voting**

Each Board member, except the Chair, shall have one vote. Only Board members shall have the right to vote. All actions of the Board shall be approved at a duly authorized meeting with a quorum, through a favorable vote of a majority of Board members present. All Board decisions relating to the approval of proposed Construction Codes amendments shall require affirmation by at least a majority of the members serving on the Board at the time of the vote.

### **Section 4 – Quorum**

No official action may be taken by the Board unless a quorum shall be present. A quorum of two-thirds of the members appointed to the Board shall be required to vote on Board matters at duly authorized meetings.

### **Section 5 - Conflict of Interest**

No Board member shall use his or her official position or office to obtain financial gain for himself or herself, any member of his or her household, or any business with which he or she or a member of his or her household is associated. A Board member shall notify the Board of any instance in which he or she has a direct financial interest in an action before the Board, and a Board member shall not participate in the deliberations of or vote on any motions related to a matter where he or she has a direct financial interest, unless a majority of the disinterested members of the Board voting on the matter decide otherwise. A Board member may be excused from participating in matters to avoid an actual or perceived conflict of interest, but recusal will not be required except in cases involving a direct financial interest.

## **Section 6 - Board Statements**

Individual Board members, unless authorized by a majority vote of the Board, shall not make public policy statements for the Board or assume obligations for the Board. Any individual Board member may communicate his or her views on any issue within the scope of his or her jurisdiction to any government entity; provided, however, that unless such communication has been approved by the Board as an official action, such Board member shall indicate in such communication that he or she is speaking as an individual Board member, and not for the Board itself.

## **Section 7 – Reimbursement for Expenses**

Board members shall not be eligible for reimbursement of expenses for Board activities.

# **ARTICLE 3 – MEETINGS**

## **Section 1 – Regular Meetings**

Regular meetings shall be held to consider matters before the Board and to conduct routine official business. The Board shall meet on the dates set by the Chairperson and approved by the Board; provided, that the Board may meet at least once each month. The meeting time and place shall be designated by the Chairperson.

## **Section 2 – Special Meetings**

A special meeting may be called at the discretion of the Chairperson; provided, that the Chairperson provides no less than one (1) business day's notice of the special meeting to each Board member via electronic mail, fax, or first class mail and posts notice of the meeting on the Board's webpage on the website of the Department of Consumer and Regulatory Affairs (dcra.dc.gov).

## **Section 3 – Public Meeting Requirement**

All meetings of the Board, of its standing technical advisory groups, and of working groups where business of the Board is transacted shall be open to the public in accordance with the requirements of D.C. Official Code § 1-207.42 and shall take place at a location served by public transportation.

## **Section 4 – Procedures for Board Consideration**

Acceptance of matters for the Board's consideration shall be done in conformance with this section:

- a. All matters for consideration by the Board at any meeting shall be presented in a form and by a date established by the Chairperson;

- b. To be accepted for consideration, matters must be considered relevant to the Board's purpose as judged by the Chairperson.
- c. Proponents of matters rejected for consideration by the Chairperson have the right to appeal this rejection to the Board. Any matter, upon a motion approved by the Board, must be accepted for consideration by the Chairperson.
- d. Upon acceptance, the Chairperson shall introduce the matter to the Board and determine whether the matter shall be voted upon immediately, deferred to a time certain or directed to the appropriate technical advisory group(s) for review. However, upon a motion carried by a majority vote of the Board, new business shall be permitted to be discussed and voted upon at a current meeting.
- e. Upon the completion of its review, the technical advisory group shall report its recommendations to the Board.
- f. The Board meeting immediately following the meeting in which the technical advisory group presented its report is the earliest the Board can consider voting on the technical advisory group's report.
- g. Approved items shall be included in the proposed rulemaking the Board shall promulgate to amend the Construction Codes.

## **Section 5 – Minutes**

Each Board meeting shall be recorded, with the exception of duly called executive sessions of the Board. Copies of the minutes shall be distributed to all Board members at the following duly authorized meeting.

## **Section 6 – Manner of voting**

The voting on elections, motions, and resolutions shall be by voice vote with the results determined by the Chairperson. Voting by proxy shall not be permitted. In lieu of a voice vote, a Board member may request a roll call or show of hands vote. The roll call or show of hands vote shall be conducted after a request by any Board member.

For standing technical advisory groups or working groups, only group members, appointed by the chairperson of the group, shall be allowed to vote.

## **Section 7 – Electronic Communications**

All matters for consideration, minutes of meetings, and membership rosters may be made available by electronic mail and posting on the Board's webpage on the website of the Department of Consumer and Regulatory Affairs, located at [dcra.dc.gov](http://dcra.dc.gov).

## **ARTICLE 4 - COMMITTEES**

### **Section 1 – Establishment of Committees**

The Board may establish committees upon the action of a majority of Board members present and voting. The Board may create standing and special committees. Standing committees are those created permanently; special committees are those created temporarily by the Board.

### **Section 2 – Standing Technical Advisory Groups**

a. Standing technical advisory groups shall review all proposed changes to the Construction Codes whenever assigned to do so by the Chairperson or whenever the chairperson of a technical advisory group believes a proposed change would impact upon the provisions of the Construction Codes normally reviewed by his or her technical advisory group.

b. The Board may establish the following standard technical advisory groups and such additional groups or committees as are deemed necessary to fulfill the Board's purpose:

- Legislative
- Fire and Life Safety
- Accessibility
- Structural
- Electrical
- Residential
- Mechanical (Plumbing, Mechanical, Boiler and Fuel Gas)
- Elevator
- Energy
- Existing Buildings
- Property Maintenance
- Green Buildings
- Policies, Issues, Administration, and Enforcement

c. The Board or the chairperson of a technical advisory group may appoint individuals who are not Board members to the technical advisory group; provided, that the individuals are qualified in the relevant subject matter and disclose any business or professional conflicts of interest on forms provided by the Board; and provided further, that the total number of appointed individuals, including the chairperson of the technical advisory group, but excluding the Board Chairperson, shall be an odd number.

d. Technical advisory group members shall have full voting rights within the technical advisory group and may be included in determining a quorum for technical advisory group actions; provided that those members have been approved by the Board by motion. Technical advisory group members who have not been approved by the Board by motion shall be allowed to participate in discussions, but shall not have full voting rights and shall not be included in determining a quorum.

All actions of a technical advisory group shall be approved by a majority vote of the duly qualified technical advisory group members present. A quorum of three (3) technical advisory group members shall be required to vote on technical advisory group matters.

e. The Chairperson shall appoint chairpersons of technical advisory groups. The chairpersons shall preside at all meetings of the technical advisory groups, and appoint members with the approval of the Board. Chairpersons of technical advisory groups shall have voting rights. Pursuant to Section VI of Mayor's Order 2009-22, the chairperson of each technical advisory group must be a Board member. Any member of the Board may serve as a member of a standing technical advisory group

f. The Board shall charge a technical advisory group with its mission, including its reporting requirements. The Chairperson shall ensure that items requiring technical advisory group action are referred to the appropriate group as provided in Article 3, section 4 above. Each technical advisory group shall establish the procedure which, in its opinion, will facilitate its achieving its mission. Technical advisory groups may not speak for the Board.

## **ARTICLE 5 - OFFICERS**

### **Section 1 – Officers**

The Officers of the Board shall be a Chairperson, Vice-Chairperson, and such other officers as may from time to time be deemed advisable by the Board. Officers, with the exception of the Chairperson, shall be chosen by the Board from among the Board members. The Chairperson shall be the Building Code Analyst as designated by the Director of the Department of Consumer and Regulatory Affairs. All officers shall be elected by the Board to serve for a term of one year or until their successors are elected. In accordance with Section V of Mayor's Order 2009-22, the Chairperson shall serve at the pleasure of the Mayor.

## **Section 2 – Nominations**

Each candidate shall be nominated by a Board member and must be seconded by another Board member. A Board member may nominate himself or herself but may not second the nomination.

## **Section 3 – Duties of Chairperson**

The Chairperson is the Building Code Analyst and shall serve as an *ex officio* member of the Board and shall not have voting rights on the Board, in accordance with Section VI of Mayor's Order 2009-22.

The Chairperson shall coordinate and manage the operations of the Board, and such other powers and duties as are prescribed in the Bylaws or designated from time to time by the Board.

The Chairperson shall preside at all meetings of the Board, take attendance and record the minutes. The Chairperson may rule on motions and procedural questions. Such rulings may be overturned by a majority vote of the Board. The Chairperson may make and second motions; be a member of all technical advisory groups; present proposed policies of the Board for consideration; and represent the Board before other appropriate groups, at public meetings and conferences, or designate an alternate.

## **Section 4 – Duties of Vice Chairperson**

The Vice Chairperson shall be a member of the Board and shall perform the duties of the Chairperson in all cases in which the Chairperson is unable to serve. The Vice Chairperson shall serve as alternate to the Chairperson and assist in such matters as may be delegated to him/her by the Chairperson. If the Vice Chairperson cannot continue to serve or resigns from his or her position as an Officer, the Board shall appoint an acting Vice Chairperson to hold office until the next election of officers.

## **Section 7 – Election of Officers**

Election of Officers, with the exception of the Chairperson, shall take place each year at the September meeting. Nominations from the floor, if any, shall also be made at this time. The Board shall vote for Officers by open ballot. In the event of a vacancy among the Officers of the Board, an election shall be held at the next regularly scheduled meeting of the Board to fill that vacancy.

## **Section 8 – Removal**

Removal of any Officer shall be undertaken at a special Board meeting, which shall be called if at least one-half of the Board members request in writing that the Chairperson take such action. Provided a quorum is present at the special Board meeting, the vote of a majority of the Board members present shall remove the Officer from his or her office. Upon removal, the vacancy shall be filled in accordance with the election procedures set forth in these Bylaws.

## **ARTICLE 6 - AMENDMENTS**

### **Section 1 – Revision of Bylaws**

Proposed amendments to the Bylaws shall be sent to all members at least 20 days before the meeting at which the amendments will be voted on. Changes to the Bylaws require a favorable two-thirds vote of the Board members present and voting.

### **Section 2 – Bylaws Consistent with Laws and Regulations**

These Bylaws shall be consistent with any and all applicable federal and District laws and regulations, and Mayor's Order 2009-22, and any inconsistencies are to be held null and void, and shall not invalidate any of the remaining provisions of these bylaws."